



Job Description

Title: **Administrative Assistant - Finance**
Department: **Administration**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Perform a variety of detail oriented, technical and complex financial and administrative support related to the functions of City departments and the organization including lateral substitution and coverage for other department administrative positions as required.

SUPERVISION RECEIVED

Work primarily under the general supervision of the Finance Manager or as otherwise assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and processes accounts payable and accounts receivable; receives and distributes invoices to departments for approval;
- Reconciles daily deposit transactions; prepares bank deposits; monitors and reconciles purchasing program;
- Prepares and verifies payroll process, including all associated regulatory and report filings;
- Assists as required and assigned with development and preparation of annual budget;
- Provides technical and administrative assistance, including preparation of correspondence and reports; gather, interpret, and prepare data for reports and recommendations; coordinate other assigned activities with departments and agencies as required;
- Exercises initiative and independent judgment in performing administrative duties; applies judgment to resolving problems, analyzing data and making decisions; tracks department issues and assures the effective communication of operational information;
- Provides primary content management as assigned on City website and City calendar;
- Answers phones and provides customer service support in a professional and courteous manner;
- Orders, receives, stocks and distributes office supplies for the department;
- Composes and creates correspondence, reports, and other documents, as needed;

PERIPHERAL DUTIES

- Provides coverage and support to departments as assigned;
- Attends meetings and acts as the City's representative where directed and as assigned;
- Attends professional development workshops and conferences. May require travel to various destinations in and out of the City and may require overnight stay;
- Performs other duties as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four-year college or university in Business or related field.
- Minimum of 3-5 years of responsible financial, administrative experience.
- Any combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Knowledge, Skills and Abilities:

- Knowledge and understanding of financial processes and procedures;
- Working independently, maintaining composure and confidentiality, and working effectively in a professional environment with changing priorities;
- Expert-level application software proficiency including but not limited to Microsoft suite as well as and including web client Content Management tools;
- Aptitude and initiative for procedural efficiency and problem solving;
- Effectiveness at project management;
- Excellent verbal and written communication & interpersonal skills;
- Meticulous, detail-oriented, proficient organizational skills;
- Punctuality; ability to meet deadlines;
- Knowledge of digital audio, visual, tele-communications and computer system(s);
- Tact, good judgment and patience;
- Assertiveness when necessary and maintenance of composure in all situations, including difficult customers and stressful conditions;
- Superior customer service, both face-to-face and over the phone;
- Adaptability to changing environment and workloads including working remotely as needed;
- Maintenance of a professional appearance.

SPECIAL REQUIREMENTS

- Valid State Driver's License, or ability to obtain one
- Must be bondable
- Notary Public

TOOLS, EQUIPMENT & APPLICATION SOFTWARE USED

Personal computer including Windows; Microsoft Office, including Office 365, Outlook, Excel, Word; My Government Online and My Permit Now; InCode; Laserfiche Client; Vision Live Web Editor; spreadsheet, presentation programs, internet, web client, phone; scanner/copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies on a day-to-day basis.

ACKNOWLEDGEMENT

By signing below you understand the requirements, essential duties and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date